

COMMANDING OFFICER

Guidebook

Enlisted Career Interviews



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Introduction

The Career Planning Interview Guide is provided as a tool for Commanding Officers to aid in conducting interviews. It also provides the Commanding Officer with a handy reference on the major aspects of Career Planning, which include:

- Interviews
- The First Term Alignment Plan (FTAP)
- Key Selling Points
- Reenlistment Incentives
- Selective Reenlistment Bonus Program (SRBP)
- Lateral Move Policies
- Boatspace Report
- Reenlistment Guidelines
- Reenlistment Prerequisites and Waiver Requirements
- PME, Service Limitations, Retirement Plans, and Commanding Officer Recommendations



Automated Data Processing Support

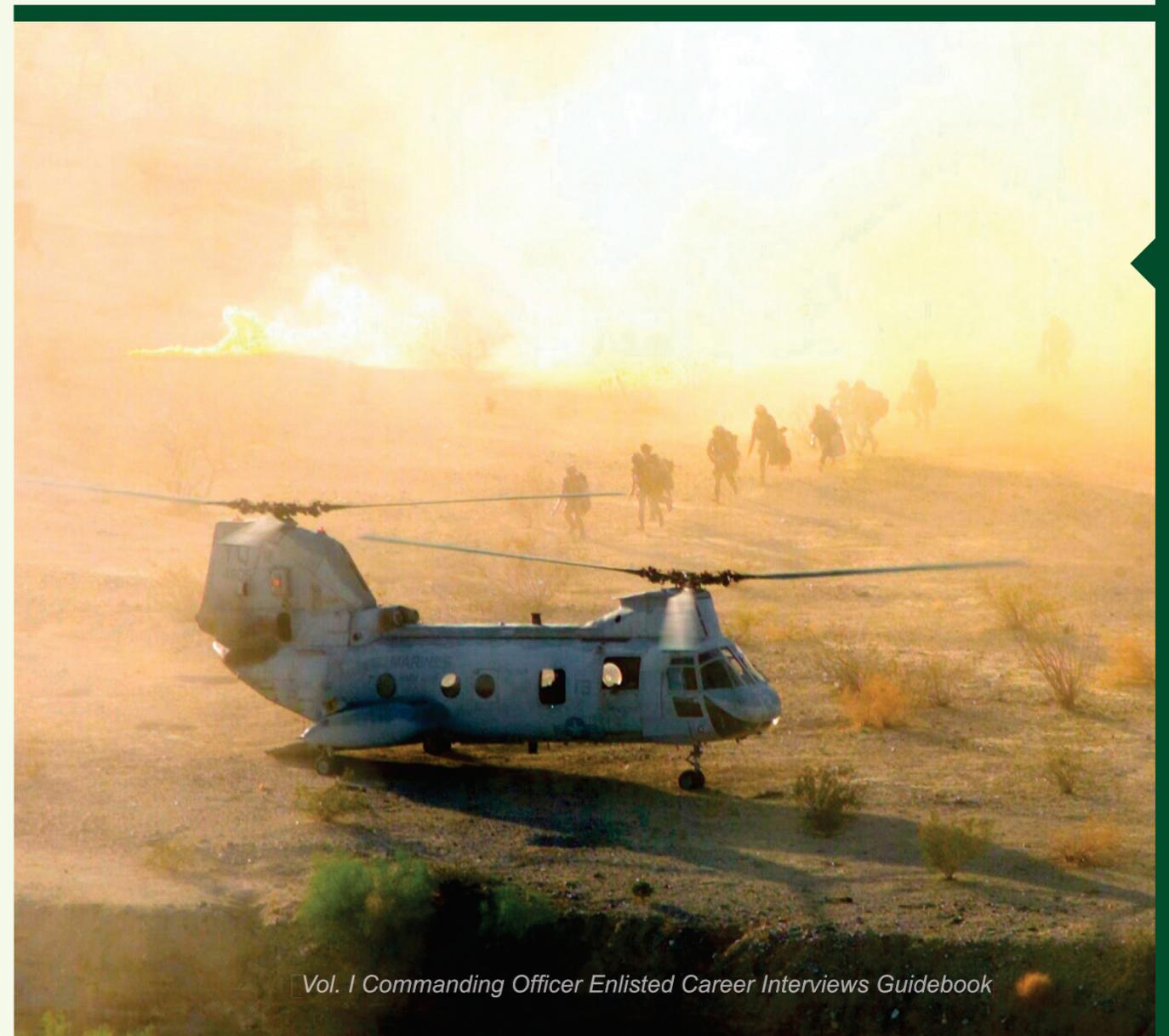
Commanding Officers and Career Retention Specialists (CRSs) of commands with large enlisted populations and/or a high rate of personnel turnover have the continual challenge of identifying, scheduling, and accomplishing the required interviews in a timely and professional manner. In such commands, retention success is dependent on the ability of the CRS to maximize the time available for interviewing Marines while accomplishing the necessary administrative and management tasks in the most efficient manner possible. In this regard, we encourage the use of locally-available automated data processing support. The resident Information Systems Management Officer (ISMO) at each major command possesses considerable data processing expertise and can assist in the development of automated local career planning management reports. CRSs must be provided a computer with internet access and a digital scanner.

References

MCO P1040.31J	Enlisted Retention and Career Development Manual
MCO P1200.7Y	MOS Manual
MCO 1220.5J	Enlisted Lateral Move Program
MCO P1326.6D	Special Duty Assignment Manual (SDAMAN)
MCO P1553.4	Professional Military Education
MCO P1900.16F	MARCORSEPMAN
MCO 7220.24M	Selective Reenlistment Bonus (SRB) Program
MCO P6100.12	Marine Corps PFT/BCP Manual (MCPFTBCP)
MCO 1130.80A	Prior Service and Reserve Augmentation Enlistments into the Regular Marine Corps

“Some people spend an entire lifetime wondering if they’ve made a difference. The Marines don’t have that problem.”

*President
Ronald Reagan*



COMMANDING OFFICER

Guidebook

Enlisted Career Interviews

APPENDIX H Assignment of CRS continued...

3. MMEA-6 Career Planning Liaisons should be Career Retention Specialists who have served as a CRS NCOIC (MOS 8421).

ASSIGNMENT OF ADDITIONAL DUTY CAREER PLANNER VICE A CAREER RETENTION SPECIALIST

1. Additional duty career planners may be assigned by the Commanding Officer. Units that do not rate a CRS by T/O may assign an additional duty career planner. The CRS Monitor will provide formal Career Planning School opportunities for Marines assigned as an additional duty career planner when possible and when school seat vacancies exist.

a. Commanding Officers may request a Career Planning School seat from the CRS Monitor (MMEA-8) via naval message. However, Marines who are approved for a lateral move as a CRS (PMOS 8421) will have priority for school seat assignments.

b. The current edition of MCO P1040.31J establishes the criteria for assignment as a career planner.

c. Applications for assignment to this program will be submitted via the chain of command to CMC (MMEA-6).

TABLE OF CONTENTS

I. Overview

II. Types of Interviews

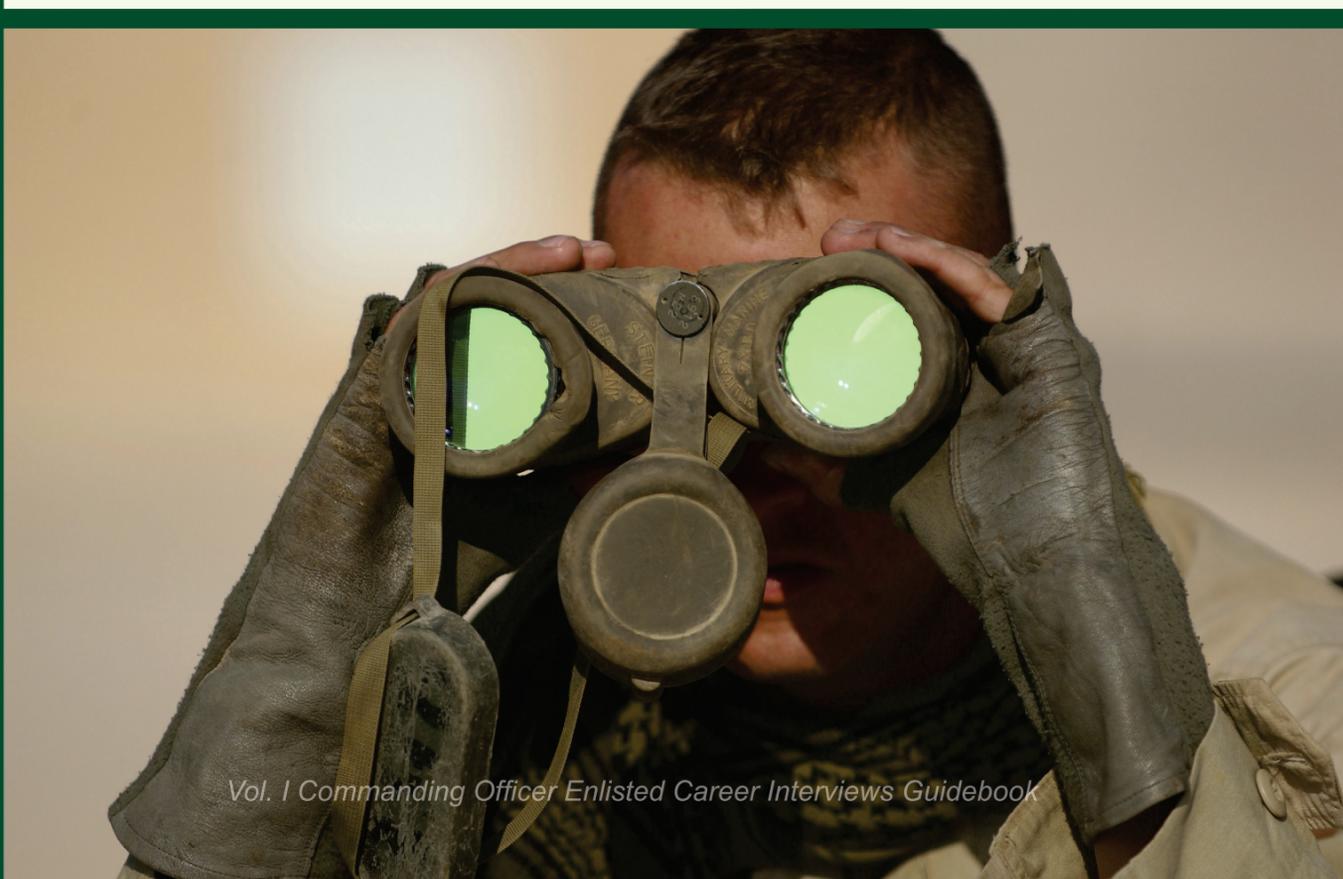
III. Required Interviews

IV. Types of Reenlistments

- Basic Reenlistment Prerequisites..... Page 3
- Marine Corps Benefits..... Page 11
- CO Reenlistment Recommendation..... Page 12
- Service Limits..... Page 14
- Reenlistment Codes (Appendix A)..... Page 17
- Minimum PME Requirements (Appendix B)..... Page 20
- SRBP (Appendix C)..... Page 21
- Relief of the CRS (Appendix D)..... Page 22
- Discipline (Appendix G)..... Page 26
- Assignment of CRSs (Appendix H).....Page 30

“This guide supplements the myriad of orders and directives affecting the career decisions and retention of the most competitive Marines, who will sustain the future success of the United States Marine Corps.”

Vol. I Commanding Officer Enlisted Career Interviews Guidebook



Vol. I Commanding Officer Enlisted Career Interviews Guidebook

SECTION I: OVERVIEW

Purpose of Career Planning Interviews

The purpose of career planning interviews is to encourage the best and brightest first term Marines to join the career force and to provide them with the appropriate information needed to arrive at a sound decision.

The career planning interview affords each Marine the opportunity to discuss a career in the Marine Corps, in accordance with their individual needs, wants, and desires. It is crucial that Marines are accurately informed about what a Marine Corps career can and cannot provide.

The career planning interview is important for gaining an understanding of why Marines decide to either pursue a career or to EAS. Analyzing interviews may provide insight and possible solutions to retention problems within each command.

Required interviews also provide an opportunity for the Commanding Officer and Career Retention Specialist to discuss the alternatives of the Selected Marine Corps Reserves (SMCR) to Marines who have decided not to reenlist and to advise them about transition benefits.

Interviews are also important from the standpoint of good will. Marines who do not reenlist will express their opinion about the Marine Corps wherever they go. These opinions, positive or negative, will be spread to other Americans and may have an effect on the future recruiting and retention efforts. A commander should probe to uncover any bitterness or resentment with the intent of eliminating or neutralizing it.

Basic Reenlistment Prerequisites

1. The following basic reenlistment prerequisites pertain to all Marines applying for reenlistment:
2. Has demonstrated the high standards of leadership, professional competence, and personal behavior required to maintain the prestige and quality standards of the Marine Corps. A Marine who is guilty of Driving Under the Influence (DUI) or Driving While Intoxicated (DWI), on or off base, has not met the personal behavior requirement.
3. Has demonstrated the core values of honor, courage, and commitment.
4. Be world wide deployable and fit for rigorous combat duty at sea and on foreign shore. (HIV positive Marines are excluded from this prerequisite. In those cases, the Commanding Officer's certification remains "yes" to protect Marine's privacy).
5. Met medical/dental standards as prescribed in the Manual of the Medical Department (MANMED). Provided the Marine is otherwise qualified for reenlistment, an extension may be requested for sufficient time to obtain treatment to meet prescribed dental standards. An HIV positive status shall not be used to deny reenlistment to members on continuous active duty. Marines on light or limited duty are not eligible for reenlistment.

APPENDIX H Assignment of CRS continued...

NCOIC BILLETS

The primary leadership billet for a Career Retention Specialist is the NCOIC of a Major Subordinate Command (MSC), and to a lesser degree, a designated subordinate unit NCOIC. The MSC NCOIC works directly for the Commanders of: PAC, LANT, MCRC, MCCDC, LOGCOM, or MARFORRES. The MSC NCOIC leads and trains their subordinate CRSs to attain assigned retention missions/allocations. The NCOIC is directly responsible to CMC (MMEA-6) as well. The Career Retention Specialist Occupational Field Sponsor is MMEA-6. The NCOIC is responsible for the training and supervision of subordinate Career Retention Specialists. Additionally, the NCOIC has direct oversight of the Total Force Retention System (TFRS) used to request additional service for enlisted Marines. All TFRS requests in the purview of the NCOIC should be continuously monitored for quality control and to correct any Reenlistment/Extension/Lateral Move (RELM) request prior to a it being submitted to CMC (MMEA).

SELECTION AND ASSIGNMENT OF CAREER RETENTION SPECIALIST

1. The primary purpose of the Career Planning Program is to reenlist first-term Marines to meet our career force MOS requirements, and to reenlist qualified career Marines to sustain appropriate career force experience levels. The current edition of MCO P1040.31J provides additional information on the Career Planning Program.
2. Commanding Officers must take special care to maintain the quality of the Career Retention Specialist Force. Only exceptionally well-qualified first term Marines should be considered for the 8421 MOS. Only Marines recommended with enthusiasm will be considered. Becoming a Career Retention Specialist is a big step, and a CRS must realize they will become a special staff officer responsible directly to the CO concerning all enlisted retention matters. The Marine Corps cannot afford to have mediocre Career Retention Specialists whose primary concerns are to avoid duty with the operational forces and find a nice place to retire. The Marine Corps needs highly qualified, dedicated individuals who are capable of positively influencing the accomplishment of the retention mission and of assisting other Marines with their career decisions.

ASSIGNMENT OF (MMEA-6) CAREER PLANNING LIAISONS

1. The MMEA-6 Career Planning Liaisons are critical for your command's retention effort and quality control efforts. Individuals assigned as MMEA-6 Career Planning Liaisons are both highly qualified and experienced Career Retention Specialists with impeccable integrity.
2. EACH MMEA-6 CAREER PLANNING LIAISON IS INDIVIDUALLY SCREENED AND HAND SELECTED BY SEVERAL SENIOR SNCOS AND OFFICERS AT HQMC.

APPENDIX H Assignment of CRS continued...

takes a great deal of concentration, coordination, and initiative. Conducting interviews and reenlisting Marines call for efficient organizational skills. The CRS NCOIC can provide strong guidance and direction to a subordinate CRS.

8. Large units create special problems if there is only one CRS assigned. The challenge of coordinating day-to-day operations of a career planning program are the responsibility of one CRS. The CRS NCOIC serves as a mentor/teacher to bolster the morale and guide the efforts of a new CRS, thus preventing an overwhelming burden on new CRSs. It is strongly recommended that the small unit CRS remain in constant communication with the CRS NCOIC. There is an established CRS chain of command from every unit to CMC (MMEA-6) Headquarters Marine Corps.

9. Have the NCOIC arrange semi-annual training sessions to the new CRSs to assist them in getting organized, orienting them to the unit, applying career planning skills, and using the various tools of systematic career planning. The NCOIC should visit the new CRSs to determine their progress, identify additional training requirements and provide further training/assistance. Senior CRSs (Gunnery Sergeants and above) should be scheduled to attend the next available NCOIC Course at Career Planning School at MCRD San Diego, CA.

10. Guidelines for Assignment of CRS NCOICs. Only a CRS who has attained the rank of Gunnery Sergeant should be considered for assignment as a CRS NCOIC. The process for preparing the NCOIC is as follows:

a. Before assigning a CRS as an NCOIC, have the Marine complete the Career Planning NCOIC Course (local substitute training is not sufficient).

b. If the Commanding Officer determines that the Marine is not prepared to assume the duties as NCOIC, further training and/or counseling should be conducted:

- Counsel the Marine on the reasons they are not recommended for assignment as a CRS NCOIC. Record the counseling on the Marine's training record.

- If the Marine does not have the potential to become an NCOIC, there should be mention of this fact in the corresponding fitness report.

- If the Marine has the potential to become an NCOIC with further training, their assignment as NCOIC should be delayed and their training continued for an additional period of up to 60 days. Upon completion of this additional training, the appropriate assignment can be made. A record of the assignment or recommendation is made in their Training Record.

6. Passed a full and current physical fitness test, and meet military appearance and height/weight/body fat standards prescribed by MCO P6100.12, (MCPFTBC)

7. Not have an incident involving confirmed illegal use, possession, sale, or distribution of a controlled substance since 1 September 1992 per MCO P5300.12, Marine Corps Substance Abuse Program. Any confirmed incident prior to 31 August 1992 will be adjudicated on a case-by-case basis by the CMC.

8. Not be a conscientious objector and have never received clemency under the President's Clemency Program (Executive Order No. 11803 of 16 September 1974).

9. Not be a sole surviving son/daughter. However, a Marine may waive this status per MCO 1300.8, Marine Corps Personnel Assignment Policy.

10. Have no known dependency or hardship that is not temporary in nature and that causes the Marine to be non-deployable or not available for worldwide assignment at any time.

11. Not be under a CMC-imposed reenlistment restriction.

12. Have no convictions by a court-martial. This restriction is only subject to the current enlistment contract, and extensions to that contract.

13. Have no known convictions by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty under the UCMJ is confinement for six months or more or a fine of \$500 or more. If the offense is not listed in the Manual for Courts Martial (Table of Maximum Punishments), or is not closely related to an offense listed there, apply the maximum punishment authorized by the U.S. Code, or the District of Columbia Code, whichever is lesser. This restriction is only subject to the current enlistment contract, and extensions to that contract.

14. Have no more than two non-judicial punishments (NJP). This restriction is only subject to the current enlistment contract, and extensions to that contract.

15. Have a minimum conduct and proficiency mark average of 4.0/4.0 during the current enlistment contract, and extensions to that contract.

16. Have no fitness report date gaps in excess of 31 days or more within the last five years or on the current contract, whichever period is greater. The Commandant of the Marine Corps may grant short-term extensions to allow time to recover missing fitness reports.

17. Have not been assigned to a Intensive Outpatient or Inpatient alcohol treatment program, per MCO P5300.12, USMC Substance Abuse Program, during the past 12 months. In these cases, Marines may request an extension for up to 12 months to allow them to complete their after care treatment program and to allow the command to observe their performance and conduct. The observation period begins on the date the Marine completes Intensive Outpatient or Inpatient alcohol treatment.

COMMANDING OFFICER

Guidebook

Enlisted Career Interviews

The CRS must confirm the completion date. This restriction does not apply to Marines who volunteer for treatment and have no performance or conduct problems.

18. Marines who are single parents and have custody of their children or dual military couples with dependents are required to comply with the instructions contained in MCO 1740.13A, Family Care Plans, which provide specific requirements for maintaining current family care plans in the event of deployment/TAD.

First Term Marines

In addition to the basic reenlistment prerequisites, first-term Marines must meet the following prerequisites:

- Be a high school graduate or alternate credential holder.
- Have a general technical (GT) composite score of 80 or higher.
- Must competitively achieve a First Term Alignment Plan (FTAP) boatspace within the fiscal year that his/her contract expires.

Career Marines

The following are considered disqualifying factors for reenlistment for career Marines:

- Marine has previously refused to extend/reenlist to obtain the obligated service necessary to execute PCS/or deployment orders. On a case-by-case basis, if the Marine accepts similar orders, this may be waived.
- Marine has submitted for transfer to FMCR.
- Marine has requested separation by an early separation program.

Pregnant Marines

Marines otherwise qualified for retention prior to becoming pregnant warrant an exception to the following reenlistment prerequisites: height/weight/body fat standards, passing a current PFT and worldwide deployable. This is a blanket exception to reenlistment prerequisites and does not require a waiver.

Waiver of Reenlistment Prerequisites

The CMC is authorized to grant waivers of certain reenlistment prerequisites. Requests for reenlistment from Marines who require a waiver of a reenlistment prerequisite must be endorsed by the Commanding General prior to being sent to the CMC (MMEA-6). The following may be waived:

- Court-martial conviction
- Conviction by civil authorities
- Less than a high school graduate or alternative credential holder
- More than two non-judicial punishments
- Guilty of DUI/DWI
- General technical (GT) composite score of 80 or higher if requesting reenlistment in PMOS only
- Level III or higher spouse/child abuse/neglect

APPENDIX H Assignment of CRS

ASSIGNMENT OF CAREER RETENTION SPECIALISTS

1. The assignment of Career Retention Specialists will be coordinated between the Career Planning School and the CRS Monitor.

a. The CRS Monitor assigns Marines in accordance with the needs of the Marine Corps. Career Planning School will provide background information on students to the CRS Monitor to assist with assignments. The Chief Instructor will send specific request for assignment to the CRS Monitor if any of the Marines have special requirements related to family, housing, finances, etc. Once assignments have been made, changes must be kept to a minimum.

b. Career Retention Specialists (MOS 8421) will be assigned in accordance with the current edition of MCO 1300.8_.

2. The transportation of dependents and the shipment of household goods are not authorized until the CRS is assigned to their ultimate duty station.

3. The Chief Instructor will, whenever possible, brief CRS assignments at Career Planning School before graduation. Any known or anticipated problems related to a given CRS's assignment should be discussed at this meeting.

4. Reassignment of a CRS will be coordinated through the CRS Monitor. Moves that require movement of household goods, movement of dependents, etc., must be approved by CMC (MMEA-8) who will issue appropriate orders. If the Marine has not been on station for two years this will require approval in accordance with MCO P1300.8_.

5. Each Commanding Officer must monitor his CRS personnel in order to be able to project losses of CRS due to normal rotation or anticipated transfers. Because the CRS is a one-for-one billet, transfers may mean that the command could be gapped for a period of time.

a. The 8421 Monitor will maintain a long-range personnel plan in order to project CRS transfers. The assignment of new CRSs should be predicted based upon foreseeable losses and the availability of replacement CRSs.

- The designated CRS NCOIC is the supervisor for subordinate CRSs.

- The CRS NCOIC must know the strengths of each subordinate CRS and their ability to fill a vacant billet at another location.

6. The CO must carefully weigh on unscheduled relief of a CRS in order to preclude excessive reassignment and turbulence among the CRS force.

7. A CRS receives only basic entry-level training to prepare them for the hard reality of Career Planning. Upon reporting for duty, they are faced with the task of adapting to the demands of duty. Career Planning

APPENDIX G Discipline continued...

b. Command Admin Officers should be thoroughly familiar with procedures for processing a CRS for the drug/alcohol rehabilitation program.

RELIEF

1. Relief for Good of the Service. Relief for Good of the Service is made without prejudice to the CRS and should not reflect unfavorably on their record. Such relief is based generally on matters beyond the control of the CRS.

a. Reasons for Relief for Good of the Service include:

- The CRS has personal/family problems that could adversely affect the reputation of the Marine Corps.

- The CRS is involved in an incident for which they are not found guilty of negligence or wrongdoing, but local publicity of the incident serves to detract from their credibility.

b. Requests for transfer for reasons of convenience or hardship are, in effect, requests for humanitarian transfer. Therefore, they must be submitted in accordance with MCO P1000.6.

c. Recommendations for relief are submitted to CMC (MMEA-6) via the chain of command.

3. Relief for Cause. Relief for Cause is made with prejudice to the CRS and will reflect unfavorably on his record.

a. Relief for cause is made under the following circumstances:

- Career planning malpractice

- Personal misconduct

- Misuse of government property or funds

- Unsatisfactory productivity

b. CRS involved in career planning malpractice, immoral behavior, or drug use will be relieved for cause unless the Director, PMD grants a waiver. The unequivocal necessity for setting only the most positive example on this highly visible duty, as well as the normal requirement for good order and discipline in the command, requires automatic Relief for Cause and disciplinary action.

c. Relief for Cause should not be viewed as an expedient method for ridding yourself of a CRS with a poor attitude towards career planning. Granted, it is disappointing to find a non-commissioned officer or staff non-commissioned officer loaded with potential who decides that career planning is not for them and chooses to seek the easy way out. Do not be in a rush to relieve a CRS for a bad attitude. Continue to attempt to motivate them, train them, assist them, and do all in your power to turn their attitudes around. Relief is the last resort if they fail to produce.

The following will not be waived:

- Confirmed illegal use, possession, sale, or distribution of a controlled substance.
- Conscientious objector.
- Minimum conduct and proficiency mark average of 4.0/4.0.
- General technical (GT) composite score of 80 or higher if requesting a Lateral Move.
- Marine has submitted to FMCR.
- Marine has requested separation pay by an early separation program.
- Lautenburg Amendment applies to the Marine.

Waiver Request Format

Request for waivers of reenlistment prerequisites must be forwarded to the CMC (MMEA-6) through the chain of command using a NAVMC 10842 and submitted via Total Force Retention System (TFRS). Include the following:

- A recommendation from the commanding general (CG or Acting only).
- Copies of SRB pages 11, 12, and Unit Punishment Book (UPB) entries.
- Copy of Record-of-Service for Sergeants with less than two years time-in-grade at the time of request.
- Any additional material that the commander considers pertinent to the request. Do not include recent fitness reports. Submit fitness reports to the CMC (MMSB) according to MCO P1610.7.

A request for waiver of medical/dental requirements for immediate reenlistment must be based on the fact that a medical officer of the Department of Defense is not available and there is no evidence in the member's health record of recent illness or injury. If a waiver of medical/dental requirements is granted, have medical personnel holding the Marine's records make an appropriate entry. The Marine must meet medical/dental requirements at the earliest opportunity per the MANMED.



COMMANDING OFFICER

Guidebook

Enlisted Career Interviews

SECTION II: TYPES OF INTERVIEWS

- Interviews may be voluntary or required, and the CO or the CRS may conduct them.
- Voluntary interviews may be conducted at any time by the CRS upon the request of individual Marines, whether or not they are eligible or recommended for reenlistment. Marines may request interviews to seek specific information. The Career Planning Contact Record (1133) (NAVMC 10213) provides space to record the accomplishment of required/voluntary interviews.
- During required FTAP and EAS interviews, the CO will make a recommendation regarding reenlistment or separation.
- The commanding officer, defined as having special court-martial convening authority, should conduct FTAP and EAS interviews. However, the executive officer may conduct commanding officer interviews when “acting” or when circumstances dictate. Commanding officers may also authorize company commanders to conduct some of their interviews. The commanding officer must conduct the interview when company commanders do not recommend a Marine for reenlistment. Additionally, the commanding officer should conduct an interview when more emphasis is needed to persuade a Marine who is undecided or has decided not to reenlist. Commanding officers are required to conduct a majority of the CO’s required interviews.

“The ^{measure of success is} not whether you have a tough problem to deal with, but whether it is the same problem you had last year.”

John Foster Dulles



APPENDIX G Discipline continued...

2. Type of Relief. The procedures outlined above should establish whether the CRS is failing due to a lack of effort or due to a lack of ability. A true lack of aptitude or ability calls for a Relief for Good of the Service. A CRS who lacks the ability to be successful, but who has given it their very best effort, should be relieved for the Good of the Service. You should never relieve a Marine for cause who does not possess the ability to be an effective CRS. A CRS who fails due to laziness, inattention to duty, or refusal to operate a productive career planning program should be Relieved for Cause.
3. Justification for Relief. A request to relieve a CRS must provide sufficient data to support the action in cases that involve unsatisfactory productivity.
 - a. A relief based on unsatisfactory productivity should be predicated on long-term results.
 - b. Comments in the letter requesting relief and comments on the CRS’s fitness report must correlate. Too often, the relief letter contains a litany of additional failings on the part of the CRS, which are not mentioned on the fitness report provided to the Marine for comment/rebuttal. On the other hand, the fitness report need not catalog the Reporting Senior’s justifications for relief. That requirement is satisfied in the relief package. Comments on the fitness report should be consistent with, but need not be identical to, the rationale for relief stated in the relief package.
 - c. The Marine will be afforded the opportunity to submit a statement along with the relief package, addressing only the issues noted on the relief package. The Marine also has the right to make a separate statement in response to his fitness report. However, the fitness report should not become the vehicle for an extended debate (statements, counter statements, restatements, etc.)
 - d. Do not use unnecessary comments in a Relief for Cause fitness report. For example, a standard paragraph extolling the virtues of a CRS as hand picked for assignment to the CRS Force is incongruous when it is followed by detailed reasons for relief.
 - e. Relief letters should be to the point. Lengthy, defensive justifications for relief are not desired.
4. Relief of CRS Involving Drug/Alcohol Abuse.
 - a. Commanding Officers will adhere to the following guidance when determining whether to recommend relief of a CRS for Cause or Good of the Service for drug/alcohol abuse:
 - Cause. A CRS will be recommended for Relief for Cause for failure of drug urinalysis or failure of an alcohol rehabilitation program.
 - If a CRS is involved in drug/alcohol related activities, either directly or indirectly, which cause adverse publicity or place the Marine Corps in an adverse, high-visibility status, the CRS should be recommended for Relief for Cause, not Good of the Service. Additionally, the relief package should address the completion (successful/unsuccessful) of treatment as appropriate.

APPENDIX G Discipline continued...

INVESTIGATIONS

1. Investigations within the CRS Force generally fall into the following categories:
 - a. Investigations for authorizing erroneous Selective Reenlistment Bonuses or additional service
 - b. Investigations relating to CRS malpractice
 - c. Investigations involving personal misconduct
2. The key to conducting investigations is to avoid predetermining an outcome prior to conducting the investigation. Such an approach usually results in an investigation that is slanted toward excusing unacceptable behavior or risks discrediting and ultimately relieving a CRS.
3. Investigations are conducted to develop the facts, state the cause for the situation, and recommend action based on the facts. The investigating officer must always keep in mind his responsibility to the CRS Force and to the Marine Corps in order to conduct a fair and impartial investigation. If there are extenuating circumstances that should affect the final action taken by the officer ordering the investigation, they will be stated in the body of the investigation.

GUIDANCE ON RELIEF FOR CAUSE AND GOOD OF THE SERVICE

1. General. In cases where a CRS is not producing, the Commanding Officer should follow a specified routine in order to ensure that the individual CRS is afforded every opportunity to improve his performance.
 - a. Conduct an initial evaluation on all aspects of career planning. List the specific corrective actions required and set definite goals for improvement. Allow sufficient time for the CRS to improve his performance.
 - b. Prepare a written summary of the evaluation. Provide one copy to the CRS and retain one copy for your records. All subsequent evaluations will address the actions taken to accomplish the specific tasks assigned as a result of your initial evaluation.
 - c. The CRS NCOIC should conduct a follow-up to determine whether the CRS is undertaking corrective actions. If progress is still unsatisfactory, issue a warning letter to the CRS setting forth the standards desired and addressing specific failings.
 - d. Throughout this process, conduct a program of training and assistance to help the CRS overcome weaknesses and to determine whether the CRS is capable of satisfactory performance, and to assess progress.
 - e. Before you recommend relief of a CRS, ensure counseling is adequately documented.

SECTION III: REQUIRED INTERVIEWS

First Term Initial Interview

1. The CRS will conduct this interview within 6 months from the Marine's PUJD.
2. Use this interview to determine if the Marine meets all prerequisites for reenlistment. Ensure that corrective action is initiated, if necessary, and that the Marine is fully informed of reenlistment incentives, benefits, and procedures.
3. If the Marine is FAP/TAD to another unit/command, the Marine should submit for reenlistment with the Marine's parent command whenever possible. FAP/TAD Marines are considered part of the parent command's EAS population.
4. Marines on their initial enlistment must compete for a limited number of "boatspaces". Boatspaces are reenlistment opportunities for first-term Marines. The boatspaces are projected for the forthcoming year to fill anticipated vacancies. The Boatspace Report is the cornerstone of the First Term Alignment Plan (FTAP), which balances the career force manpower structure by MOS. Availability of boatspaces is tracked through use of a "boatspace report." Approximately 25% of the first term population will be authorized to reenlist. The Boatspace Report is a living document and is updated continuously as Marines throughout the Marine Corps accept or decline reenlistment authority. The Boatspace Report is accessible to the CRS on line. The following topics must be explained in detail:
 - a. FIRST TERM ALIGNMENT PLAN (FTAP). The retention program that establishes the LIMITED number of first-term boatspaces by MOS each fiscal year.
 - b. LATERAL MOVES. A lateral move is the reclassification of a Marine from one MOS to another. Lateral move opportunity is afforded to first term Marines when no PMOS boatspace remains or the Marine is qualified for a "critical" MOS which is specified by the Retention Guidelines each respective year. Marines requesting lateral move out of an MOS which still has boatspaces will require a Commanding General's endorsement unless the MOS requested is one of the critical MOSs listed in the Enlisted Retention Guidelines.
 - c. BOATSPACE REPORT. An automated report which reflects real time status of boatspace availability for each MOS.
 - d. MCI COURSES. MCI Courses are very important to a Marine's composite score for promotion.
 - e. PME: Most first term Marines are Lance Corporals or Corporals on their initial four year enlistment. Although not required to complete PME in those ranks, attending the Corporal's Course or Sergeant's Non-resident Program will make them more competitive in achieving a boatspace. Sergeants should attend the Sergeant's Course within 24 months of promotion. The Sergeant Nonresident Course is a prerequisite for the Sergeant's Course. Each Marine assigned to the Sergeant's Course must be in a full duty status and meet the Marine Corps physical standards.

f. Rifle and PFT: Rifle and PFT scores are another important aspect of a Marine's composite score for promotion. All Marines are not expected to score EXPERT with the rifle or score a 300 on the PFT. However, Marines must understand that it is very important to obtain the best score possible, even though the only requirement for reenlistment is that Marines pass a current PFT. Higher scores in these areas make Marines more competitive for achieving a boatspace.

g. ASVAB SCORES: The Armed Service Vocational Aptitude Battery test scores are used to determine whether or not Marines are qualified for a particular MOS. Marines may retake the ASVAB to increase their scores and qualify for a wider variety of lateral move MOSs. Marines who procrastinate retaking the ASVAB risk missing out on premium lateral move choices as they close. New scores must be posted in MCTFS prior to approval of a lateral move. First Term Marines are required to have a minimum GT of 80 to qualify for reenlistment.

– Consider that a Marine's score may decrease if the Marine is not prepared to do well on the ASVAB test.

– Ensure the Marine sees the Education Officer for proper preparation and additional guidance.

5. The Enlisted Retention Guidelines are published annually in the form of a MARADMIN. The Enlisted Retention Guidelines provide specific guidance concerning enlisted retention for a specified fiscal year. Marines and the CRS must be made aware of the timeline for submissions and the reenlistment qualifications unique to the respective fiscal year. Marines are required to submit reenlistment requests in compliance with current orders and directives or requests will be returned to commands in a "Not in Compliance" status.

a. Reenlistment/Extension/Lateral Move (RELM) requests for first term Marines are submitted beginning in July for the forthcoming FY and are processed by CMC (MMEA-6). Several MMEA Officers and senior SNCOs on a Fast Filling MOS (FFM) Board will review the most competitive MOSs. The most competitive Marines will be approved for reenlistment. Marines not selected will have their RELM returned to the command for lateral move or resubmission for a Quality Reenlistment Program (QRP) boatspace.

b. QRP is a program established to provide an opportunity for the exceptionally qualified Marine who, for whatever reason, did not compete for a boatspace while their PMOS was open. The QRP allows for an MOS to go to 105% (or 1 reenlistment for MOSs that have less than 20 boatspaces) with a total limit of 100 for all MOSs. Marines will compete with Marines from all MOSs and the most competitive are selected during monthly QRP Boards held by MMEA.

c. When approved for reenlistment, each Marine is given a no later than (NLT) date (normally 10 working days) to execute reenlistment. The Marine may also decline to reenlist and the CRS must notify CMC (MMEA-6) by acknowledging the RELM so the boatspace can be reissued to another Marine.

d. MMEA usually begins to process first term requests for Lateral Moves in December, for execution after January 1st. MMEA does not allow latmoves earlier than this in order to allow all Marines the chance to reenlist in their PMOS before boatspaces are given away to latmoves.

APPENDIX G Discipline

1. Personal Misconduct. Misconduct by any CRS involving such offenses as drunk and disorderly behavior, disrespect to a SNCO or officer, unauthorized absence, misuse of a government vehicle, immoral behavior, violation of fiscal standards of conduct, etc., is punishable under the Uniform Code of Military Justice and may be grounds for a relief for cause. In most cases, it is at the discretion of the Commanding Officer to award NJP or court-martial. **However, any misconduct committed which adversely affects a Marine's career or damages the integrity of the Career Retention Specialist Force and/or the reputation of the Marine Corps, requires that the Marine also be relieved for cause.** Retaining such individuals on the CRS Force will compromise the reputation of the CRS Force and the Marine Corps.

2. CRS Malpractice. Any CRS who knowingly engages in malpractice will receive appropriate disciplinary action and will normally be relieved for cause. When special circumstances are involved, and the Commanding Officer prefers to retain the CRS, a request for retention will be forwarded via the chain of command to the Director, PMD. The request will clearly delineate the justification for retention and will include the malpractice investigation. Falsifying statistics or records, erroneously authorizing Marines Selective Reenlistment Bonuses (SRB) or additional service are examples of CRS Malpractice.

3. Failure to perform the mission of the Career Planning Program. Failure to perform the career planning program mission involves such things as deliberately failing to keep scheduled appointments, failure to conduct required interviews, and failure to properly maintain career planning records. *Normally*, this type of conduct should be resolved using NJP only when leadership counseling and training methods have been considered first.

a. Problems can usually be resolved before reaching NJP. Proper leadership, counselings, and training can make all the difference between success and failure. The goal should be to correct the negative behavior and provide the assistance and training required to make the Marine productive.

b. Notwithstanding, if a CRS fails to respond to leadership, training, and assistance, the Commanding Officer must take further measure with the possibility of relief because each situation is unique, either Relief for Cause or Good of the Service is appropriate, at the command's discretion.

4. The application of discipline in the CRS Force must be so that the CRS understands his shortfalls without adversely affecting productivity. The CRS should be given every opportunity to correct his/her deficiencies and the CRS NCOIC should be given the opportunity to counsel the CRS prior to an NJP or relief. In addition to counseling, the CRS NCOIC is responsible for properly training subordinate Career Retention Specialists.

COMMANDING OFFICER

Guidebook

Enlisted Career Interviews

APPENDIX F

From: Commanding Officer
To: Commandant of the Marine Corps (Code MMEA)
Via: (1) Commanding Officer, (appropriate chain of command)
(2) Commanding General, MSC (MARFORPAC, MARFORLANT, MARFORRES, MCCDC, MCRC)

Subj: RELIEF FOR THE GOOD OF THE SERVICE; CASE OF SGT I. M. AMARINE
123 45 6789/XMOS USMC

Ref: (a) CO Guidebook for Enlisted Career Interviews

Encl: (1) All appropriate supporting documents

1. Give specific reasons for the CRS'S relief.
2. Recommend the CRS's SDA pay be terminated.

Signature of Commanding Officer



e. Prior Service Enlistment Program (PSEP) is a program designed to give prior service Marines a chance to reenlist. A first term PSEP Marine must take a boatspace in order to reenlist.

f. When boatspaces are no longer available, first term Marines will be required to either submit for a lateral move to an available MOS they are qualified for, or they must EAS. Career Marines do not need to compete for boatspaces.

CRS FTAP Interview

1. First term Marines are required to be interviewed by the CRS at this interview.
2. The CRS will conduct the interview between 1 April and 1 July. During this interview the CRS does the following:
 - a. Screens the Marine to ensure he/she meets all reenlistment prerequisites per MCO 1040.31J.
 - b. Checks the current status of the Marine's MOS, keeping in mind that the Boatspace Report is a living document and is continuously changing.
 - c. If lateral move is a consideration, ensures the Marine is qualified and the desired MOS is available.
3. The Marine is afforded the opportunity to discuss a Marine Corps career as it pertains to the Marine specifically. This is a crucial time, and each Marine must be thoroughly informed in order to make a sound decision.
4. The CRS initiates the reenlistment process on all Marines desiring retention. He/she reviews the current fiscal year Enlisted Retention Guidelines MARADMIN and submits the RELM in accordance with current orders and directives.
5. The CRS Schedules the Marine for the Commanding Officer's FTAP Interview.

CO's FTAP Interview

1. The Commanding Officer should conduct this interview between 1 April and 1 July prior to the fiscal year in which the Marine is eligible to reenlist. Scheduling block times to conduct interviews is highly recommended.
2. The purpose of this interview is to determine the commander's recommendation for reenlistment. The commander should seek input on the Marine's performance from the Marine's OIC and SNCOIC. The commander should scrutinize applications for reenlistment. Ensure that other administrative criteria affecting a Marine's reenlistment situation are considered prior to recommending further service. During the Commanding Officer's interview, the commander should review the following:
 - a. SRB: Review the SRB (i. e., Pro/Con marks, PFT, page 11, 12, 13 and any UPB entry).
 - b. PERFORMANCE: Review the recommendations from the OIC and SNCOIC.
 - c. PME: Review the Marine's past and current PME status. Recommend and stress the relevant importance of PME for future promotion consideration.

COMMANDING OFFICER

Guidebook

Enlisted Career Interviews

d. MARINE CORPS BENEFITS: Review the tangible and the intangible benefits associated with Marine Corps service:

- Medical and dental coverage
- 30 days paid leave per year
- Secure income with raises and promotion opportunity
- 20 year retirement plan
- Travel and adventure
- Independent Duty (I & I, AMOI)
- Special Duty Assignments (Recruiting Duty, DI Duty, MSG Duty, SOI)
- Selective Reenlistment Bonus, if applicable
- Camaraderie
- Core Values
- Esprit de Corps
- Self-Esteem
- Self-Confidence
- Self-Discipline
- Self-Direction
- Courage
- Poise
- Pride of belonging

3. Make a reenlistment recommendation based on available information. The importance of the Commanding Officer's recommendation cannot be over-emphasized. The CO's recommendation establishes the initial dialogue between CMC (MMEA) and the command. Consider the "Whole Marine" concept (Appendix E) when making a recommendation. Make a recommendation for reenlistment regardless of whether the Marine has expressed a desire to EAS or not. Marines often change their minds when making career decisions. All requests for additional service submitted to CMC (MMEA) require a CO's endorsement.

APPENDIX E continued...

5. State how long the CRS's NCOIC has been assigned as NCOIC. Give a brief evaluation of the NCOIC's ability to lead, manage, and train Career Retention Specialists.

6. Background information on the command:

- a. Command's retention rate for current and previous fiscal year
- b. Command's retention mission or allocation for current and previous fiscal years
- c. FTAP/STAP population for current and previous fiscal years

7. Write a brief statement to the effect that, after careful consideration of all factors listed above, relief is in the best interest of the Career Retention Specialist Force and the Marine Corps.

8. Recommend the CRS's SDA pay be terminated.

Signature of Commanding Officer



COMMANDING OFFICER

Guidebook

Enlisted Career Interviews

APPENDIX E

From: Commanding Officer
To: Commandant of the Marine Corps (Code MMEA)
Via: (1) Commanding Officer, (appropriate chain of command)
(2) Commanding General, MSC (MARFORPAC, MARFORLANT, MARFORRES, MCCDC, MCRC)
Subj: RELIEF FOR CAUSE; CASE OF SGT I. M. AMARINE 123 45 6789/XMOS USMC
Ref: (a) CO Guidebook for Enlisted Career Interviews
Encl: (1) Unit retention statistics
(2) Change of primary duty Fitness Report (Relief for Cause only)
(3) Copy of CRS training record
(4) CRS's statement

1. Give specific reasons for the Career Retention Specialist's relief. All instances of CRS malpractice must be clearly explained.
2. Describe efforts made to help the Career Retention Specialist overcome his/her weaknesses or shortcomings. Keep this statement concise. A detailed listing of every training session is not desired.
3. Career Retention Specialist's record
 - a. CRS's total erroneous contracts written for previous and current fiscal year.
 - b. CRS's FTAP and EAS interview rates for previous and current fiscal year.
 - c. CRS's total erroneous extensions written for previous and current fiscal year.
 - d. Number of erroneous SRB payments awarded
 - e. Retention statistics for the unit during CRS's tenure
4. List the number of CRSs relieved from the Major Subordinate Command over the last three years. Briefly state the reason for each relief.

4. Commanding Officer's recommendation criteria to be used:

RECOMMENDATION

- | | | |
|------------------------------|---|--|
| Recommended with Enthusiasm | → | Top 25% of Marines in that grade known to certifying Officer. |
| Recommended with Confidence | → | Top 50% of Marines in that grade known to certifying Officer. |
| Recommended with Reservation | → | The Marine meets the basic retention prerequisites, however, the CO has reservations concerning the Marine's career potential. Used at the CO's discretion. |
| Not Recommended | → | The CO must indicate the reason for not recommending the Marine. CMC (MMEA) requires a brief explanation to ensure the correct Reenlistment Code (RE) is assigned. |

CRITERIA

CERTIFICATION

- | | | |
|--|---|---------------------------|
| Marine is world wide deployable. Top 50% | → | Qualified / not qualified |
| Marine has passed a current PFT. | → | Qualified / not qualified |
| Marine meets Body Composition Standards. | → | Qualified / not qualified |
| Marine is fit for rigorous combat duty at sea and on foreign shore. | → | Qualified / not qualified |
| Marine does not have date gaps 31 days or more (Sergeants and above only). | → | Qualified / not qualified |

REQUIREMENTS

CRS EAS Interview for First Term Marines

1. The Career Retention Specialist will conduct this interview between 9 and 6 months from the Marine's EAS.
2. The primary purpose of the EAS interview is to ensure the Marine is apprised of the benefits of joining the Selected Marine Corps Reserve and advise the Marine of the requirement to attend mandatory Transition Assistance Management Programs (TAMP). Also, the Marine is advised of the requirement to attend a mandatory pre-separation brief. Both the Commanding Officer and the CRS will conduct the EAS interview. Make appropriate page 11 entry (if not already completed in the Marine's SRB). The Commanding Officer will assign the appropriate reenlistment eligibility code during the EAS interview for Marines who will not reenlist. The Career Planning Contact Record is the only document, which records the Commanding Officer's assignment of Reenlistment Eligibility Code. Ensure the separations clerk is given a copy of the Career Planning Contact Record to ensure the appropriate RE-Code is entered on the DD-214 and correctly entered into MCTFS.

CO's EAS Interview for First Term Marines

1. The Commanding Officer will conduct this interview between 9 and 6 months of a Marine's EAS.
2. The purpose of this interview is to determine the Marine's reenlistment eligibility code (RE Code). The commanding officer should review the FTAP interview. The same standards for making the recommendation for reenlistment apply to assigning a RE-Code. Advise the Marine to remain associated with the Marine Corps through the Selected Marine Corps Reserve (SMCR) and assign a RE-Code.
3. Commanding Officers should review the reenlistment eligibility codes for appropriate assignment (Appendix A).

Career Marine Interviews

1. Career Marines are eligible to submit for reenlistment when less than one year from their EAS. It is in the best interest of the Marine, and the Marine Corps, to submit requests at least 180 days before their EAS in order to ensure timely processing. Each Marine needs to be thoroughly screened to ensure the Marine meets all reenlistment prerequisites. Do not submit a RELM for a Marine who is not qualified for retention without a waiver endorsement. Please see the RELM Submission Handbook to ensure the RELM is submitted in compliance with current orders and directives.

a. The CRS will conduct the STAP interview 12-10 months from EAS. The STAP interview is designed to advise the Career Marine of current options and benefits such as SRBP, special duty assignments, and to determine reenlistment eligibility. During the STAP interview, the CRS must review each Marine's record to ensure the Marine is not missing any fitness reports and meets all reenlistment prerequisites. The CRS will also counsel the Marine concerning Enlisted Career Force Controls and separation pay, if applicable. The STAP interview allows the CRS time to get a CG waiver, if required or the Marine requires time to recover missing fitness reports should the Marine desire further service, thus reducing stress for the Marine.

b. EAS Interview

– The CO and CRS will each conduct an EAS interview between 9-6 months from EAS unless the Marine has submitted a reenlistment request. The EAS interview should be conducted prior to transfer to a command designated to process the Marine for separation.

– The primary purpose of the EAS interview is to: 1) inform the Marine of the SMCR; 2) inform the Marine of transition assistance management programs; 3) and to ensure the Marine has submitted for transfer to FMCR, separation pay, and assignment of the appropriate RE-Code. The Marine should be advised of the requirement to attend a mandatory pre-separation brief (Ref. ALMAR 109-92). Marines must submit for reenlistment and be denied further service in order to qualify for involuntary separation pay: MMEA-6 is the only authority that can make separation pay determinations (Ref MCO 1900.16). The command must make the appropriate page 11 entry. The commanding officer should assign the appropriate RE-Code during the EAS interview for those Marines who will not reenlist.

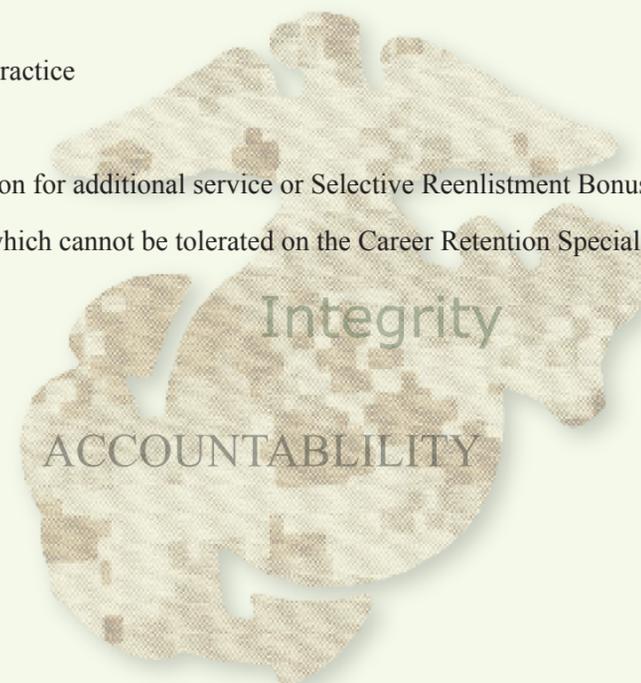
APPENDIX D Relief of the CRS

MMEA-6 RELIEF FOR CAUSE/REDESIGNATION OF THE CAREER RETENTION SPECIALIST

1. There are two types of reliefs for CRSs: Relief for the Good of the Service and Relief for Cause. Relief packages should only be forwarded after all corrective action measures have been exhausted.
2. The Director, Personnel Management Division (PMD) has the final authority to relieve a CRS. Subordinate commands will forward relief packages with appropriate recommendations to the Director PMD via the chain of command.
3. The CMC (MMEA) retains final approval authority for PMOS voidance.
4. During the three, six, and nine-month evaluations, those with less than one year of experience as a CRS will be required to sign a certification that they have read and understand those orders and directives that are considered essential knowledge in accordance with the Automated Inspection Readiness System (AIRS) checklist.
5. The certification will be maintained in the individual's training file and updated as required by policy or order changes.

The format will be used to recommend Career Retention Specialists for Relief for Cause for the following reasons:

- Career Planning malpractice
- Drug abuse
- Erroneous authorization for additional service or Selective Reenlistment Bonus payments
- Behavior or actions which cannot be tolerated on the Career Retention Specialist Force



COMMANDING OFFICER

Guidebook

Enlisted Career Interviews

APPENDIX C SRBP

Selective Reenlistment Bonus Program

The Selective Reenlistment Bonus Program (SRBP) is designed to assist the Marine Corps in retaining the best Marines in our critical and short MOSs. The commanding officer will be guided by (DOC/CMC/ MPP-24/07MAY1990 AND DOC/CMC/MMEA/02 MAR 1998).

Marine Corps Bulletin 7220 series will announce which MOSs will receive an SRB multiple with respect to zones A, B, and C.

- Zone A = 17 months to 6 years
- Zone B = 6 years to 10 years
- Zone C = 10 to 14 years

Zone A is capped at \$30,000

Zones B and C are capped at \$35,000

The CRS will be able to calculate the amount of money a Marine rates in the MCTFS pre-comp screen (Kansas City).

The commanding officer will ensure the SRBP Statement of Understanding is signed and filed in the Marine's service record book. Marines who receive an SRB payment must remain in their MOS or risk recoupment of the bonus. Out-of-skill assignments are expressly prohibited for SRB recipients, unless a waiver is granted by CMC, (MMEA).

Marines must reenlist for a minimum of 48 months to be eligible for the SRBP. Marines may reenlist for the amount of months remaining until EAS in addition to the 48 months to prevent SRB from being reduced.

– **Marines should be advised of the following:** All Sergeants and above must have a complete performance record (fitness reports) to request retention. Marines with date gaps of 31 days or more within the last five years or on current contract, to include any extensions to the contract, are not reenlistment eligible. PME requirements for grade should be completed; otherwise the Marine's future promotion potential is limited. Enlisted Career Force Controls (ECFC)/Service limits apply to Marines who are passed for promotion (Ref MARADMIN 440/03) or who are near high year tenure (see below for service limits by rank):

GRADE	ACTIVE MARINE CORPS SERVICE
Corporal	8 YOS
Sergeant	13 YOS
Staff Sergeant	20 YOS
Gunnery Sergeant	22 YOS
MSgt/1st Sgt	27 YOS
MGySgt/SgtMaj	30 YOS

For Marines twice passed for promotion to the next higher grade, the following service limits apply. Marines must submit for FMCR a minimum of four months from EAS.

Staff Sergeant	20 YOS
Gunnery Sergeant	22 YOS or current EAS if over 20 YOS
MSgt/1st Sgt	27 YOS or current EAS if over 22 YOS

Marines once passed for selection to the next higher grade are usually authorized to extend long enough to be considered for promotion a second time

2. Advise FMCR eligible Marines they must submit for reenlistment or submit for transfer to the FMCR (Retirement) 4 to 14 months from their EAS. Failure to request transfer to the FMCR at least four months prior to EAS will jeopardize timely processing of the request. This could impact on PTAD, leave, and other transition benefits. Retirement eligible Marines who EAS without approval to transfer to the FMCR must submit a request to the Board for Correction of Naval Records (BCNR) in order to receive retirement benefits.

3. Career Marines are eligible to submit for reenlistment less than one year from EAS. It is in the best interest of the Marine and the Marine Corps to submit for reenlistment at least six months prior to EAS. This allows the Marine time to ensure all reenlistment prerequisites are met (filling a date gaps can take months).

SECTION IV: TYPES OF REENLISTMENTS

Broken and Continuous Reenlistments

1. Counsel Marines who do not reenlist immediately about their opportunity to reenlist at a later date. They should understand such a reenlistment is based primarily on the needs of the Marine Corps and is not guaranteed. Benefits that accrue from such a reenlistment (grade to which reappointed and date of rank) decrease as time following release from active duty increases. As an example, Sergeants and above are normally assigned a date of rank equal to date of reenlistment. Also, Marines reenlisted 1 year after discharge may be reduced one grade. SRBP eligibility is forfeited after being separated for more than 90 days and may be lost if the MOS's eligibility for Selective Reenlistment Bonus (SRB) changes. Marines should allow at least 30 days to process a reenlistment request.
2. Counsel Marines on the benefits of joining the SMCR to preserve grade reappointment and date of rank benefits as much as possible, should they later decide to reenlist or augment into the Regular Marine Corps.
3. Marine Corps recruiting stations will process broken reenlistments (more than 90 days after EAS) per MCO 1130.80A. The CMC (MMEA-6) approves all broken reenlistments.
4. The CRS will process continuous reenlistments (less than 90 days after EAS) per MCO P1040.31J. The CMC (MMEA-6) approves all continuous reenlistments.
5. The following paragraphs contain information relating to the assignment of the appropriate grade and date of rank for various categories of broken and continuous reenlistments:
 - a. Staff noncommissioned officers serving in the SMCR or on extended active duty will submit a written request to the CG (MCRC) for accession into the Regular Marine Corps. These requests will be referred to the SNCO Reaccession Board for consideration and determination of grade and date of rank. MCO 1130.80A applies.
 - b. Sergeants and below serving in the SMCR and all other former Marines will be guided by MCO 1130.80A.

Required Service Record Book Entries

The administration of the career-planning program requires that appropriate entries be made on page 11 of the Marine's service record regarding recommendation for reenlistment and RE Codes. Make the page 11 entry after the EAS interview when Marines are not recommended or recommended but not eligible for reenlistment. Also use the page 11 entry when the CMC (MMEA-6) assigns any RE Code other than RE-1A, RE-2A, RE-2B, OR RE-2C. Specific reason for assignment will be provided by CMC in all cases. The Marine will sign this entry.

Sample entry:

“(Date). I have been informed by my commanding officer this date that I am (not recommended or recommended but not eligible) for reenlistment, because of (state reason) and that I will be assigned a reenlistment eligibility code of (RE-1B, RE-1C, RE-3 __, or RE-4 __) upon separation.”

APPENDIX B Minimum PME Requirements

Rank	Minimum PME Requirements
Corporal	Enroll in the Sergeant non-resident Program within six months after promotion. Participate in the Commandant's reading program.
Sergeant	Attend the resident Sergeant Course within 24 months after promotion. Completion of the Sergeant non-resident is a prerequisite. Enroll in the SNCO Career non-resident Program within six months of completing the resident basic course.
Staff Sergeant	Attend the resident SNCO Career Course. Completion of the SNCO Career non-resident program is a prerequisite. Enroll in the SNCO Advanced non-resident program within six months of completing resident SNCO Career Course. Participate in the Commandant's reading program. Participate in a professional self-study program (e.g. Warfighting Skills Program MCI).
Gunnery Sergeant	Attend the resident SNCO Advanced Course within 24 months of promotion. Completion of the SNCO Advanced non-resident Program is a prerequisite. Complete the Warfighting Skills Program MCI. Participate in the Commandant's reading program. Participate in a professional self-study program.
Master Sergeant/First Sergeant	Attend an E-8 seminar. Participate in the Commandant's reading program. Participate in a self-study program
Master Gunnery Sergeant/Sergeant Major	Attend an E-9 symposium. Participate in the Commandant's reading program. Participate in a professional self-study program.



COMMANDING OFFICER

Guidebook

Enlisted Career Interviews

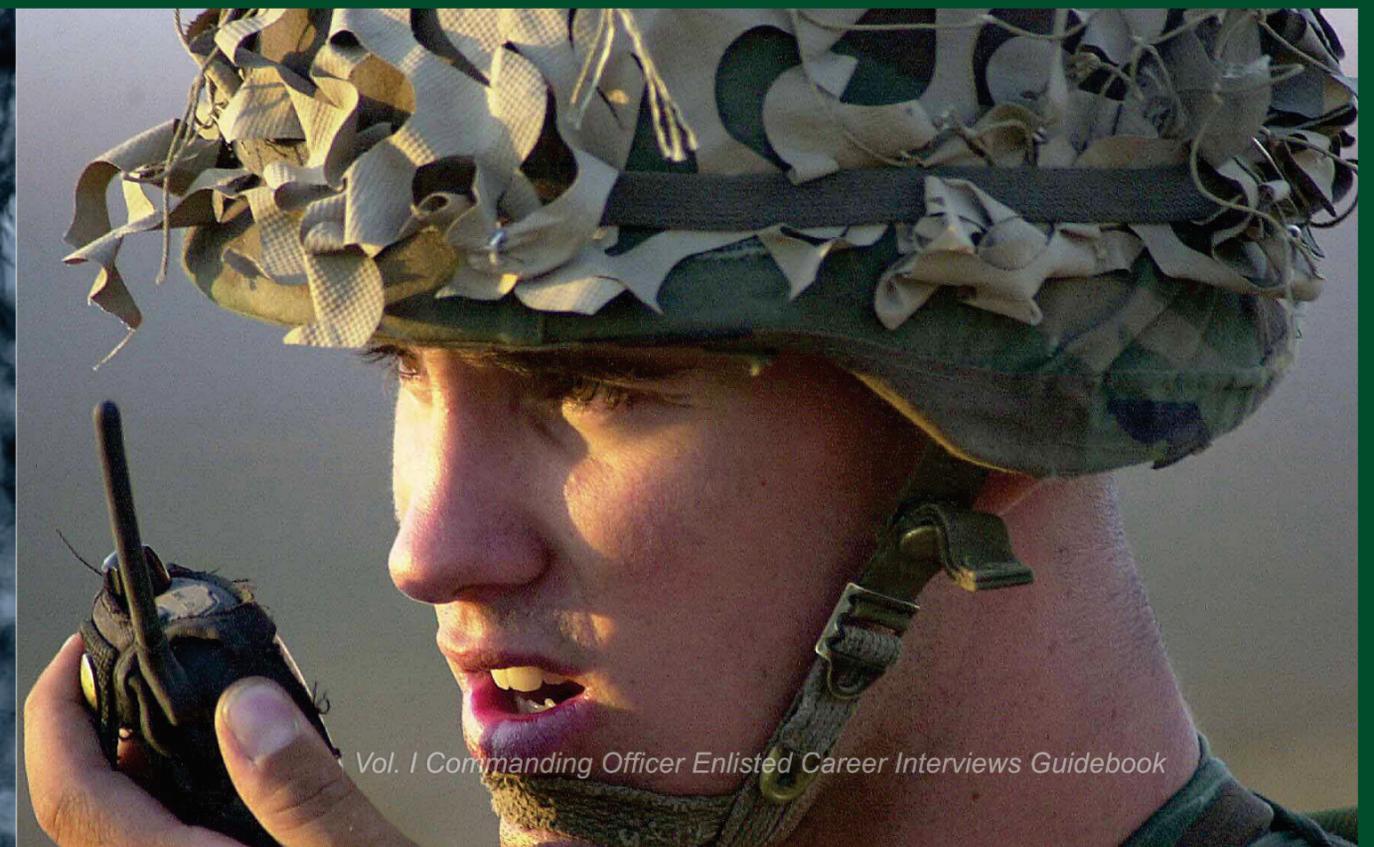
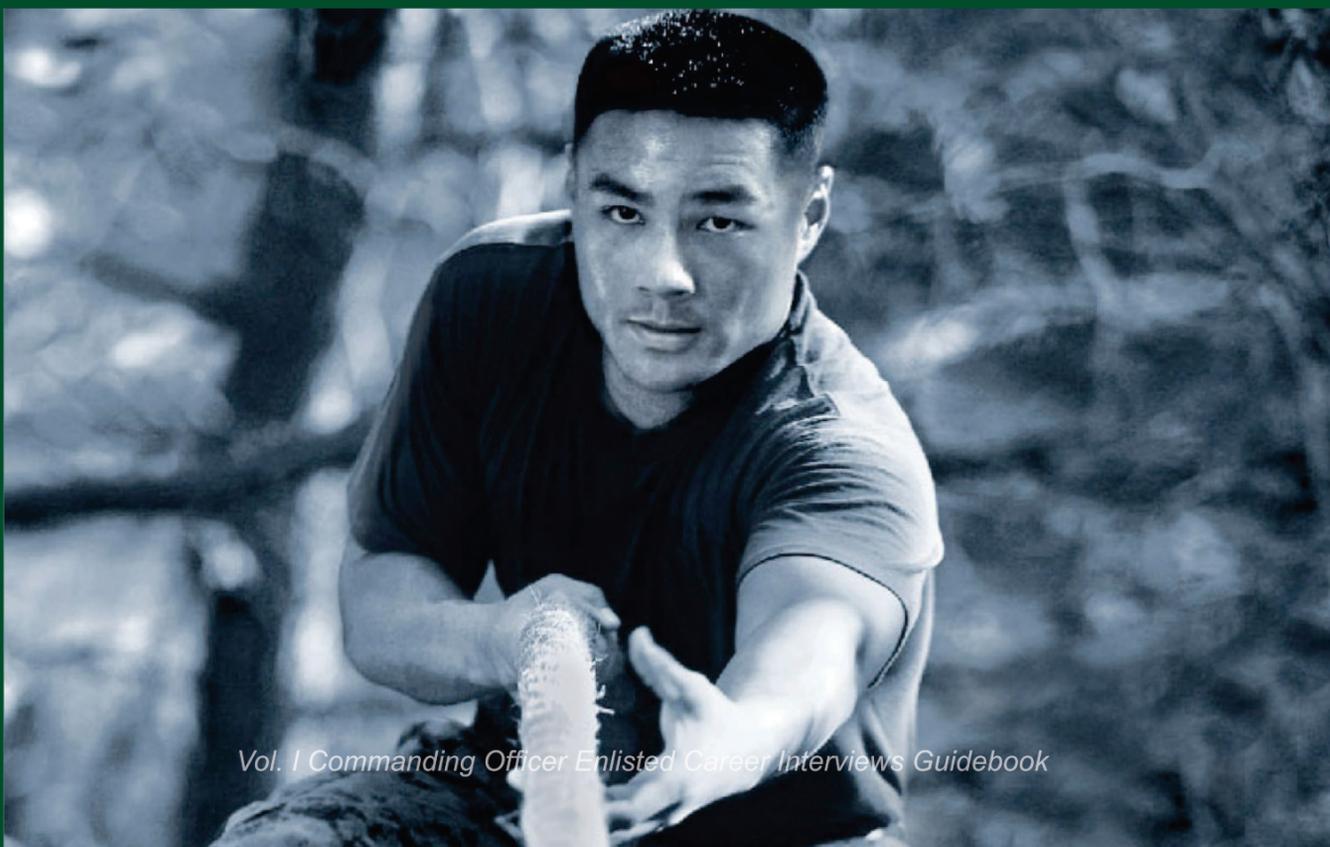
APPENDIX A Reenlistment Codes continued...

Reenl Code	When Assigned	Definitions/Criteria
RE-3V*	The Marine is approved for voluntary separation and receives the Voluntary Separation Incentive (VSI) annuity payment.	Same criteria established for SSB program (above) except Marine must sign agreement to serve in the IRR for the duration of the VSI payment period.
RE-4*	Not recommended for reenlistment.	SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. This code may be assigned in lieu of any RE-3 code (except RE-3B and RE-3F) if the Marine's performance warrants and the reason can be documented.
RE-4B*	Assign when there is a military or civil record of in-service illegal drug involvement and there is no potential for further service.	SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry.

* Requires a page 11 entry.

APPENDICES

- Reenlistment Codes (Appendix A)
- Minimum PME Requirements (Appendix B)
- SRBP (Appendix C)
- Relief of the CRS (Appendix D)
- Discipline (Appendix H)
- Assignment of CRSs (Appendix I)



COMMANDING OFFICER

Guidebook

Enlisted Career Interviews

APPENDIX A Reenlistment Codes

Reenl Code	When Assigned	Definitions/Criteria
RE-1A	Recommended and eligible.	No restriction to reenlistment. Meets all prerequisites, includes those Marines discharged at EAS while pregnant who would otherwise be eligible.
RE-1B*	Recommended, eligible and requested retention but denied retention by CMC.	For Corporals/Sergeants with satisfactory performance records released at EAS due to ECFC. May only be assigned by CMC.
RE-1C*	Recommended and eligible Career Marines meeting generally acceptable standards and denied further service.	Assigned by CMC to career Marines requesting retention who are eligible for retention, meet generally acceptable standards, and are denied further service by CMC.
RE-2A	Transferred to FMCR prior to reaching maximum service limitations for grade.	Recommended and eligible for reenlistment at time of transfer to FMCR.
RE-2B	Retired.	Not eligible for reenlistment. For disability or transfer to the Temporary Disability Retirement List (TDRL) assign RE-3P.
RE-2C	Transferred to FMCR at maximum service limitation for grade.	Not eligible for reenlistment at time of transfer to FMCR.
RE-3A*	Failure to meet general technical score prerequisite. Assign when single disqualifying factor.	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3B*	Assign when there was a military or civil record of in-service illegal drug involvement before 31 Aug 92 and there is potential for further service.	SRB entry required stating reason for assignment. Individual must sign SRB entry. CMC authority required for reenlistment.
RE-3C*	When directed by CMC or when not eligible and disqualifying factor is not covered by any other code.	SRB entry required stating reason for assignment. Individual must sign SRB entry. CMC authority required for reenlistment.

APPENDIX A Reenlistment Codes continued...

Reenl Code	When Assigned	Definitions/Criteria
RE-3E*	Failure to meet education standards. Assign when single disqualifying factor only.	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3F*	Failure to complete recruit training.	SRB entry required stating reason for assignment, to include women Marines discharged due to pregnancy prior to completing recruit training. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3H*	Hardship discharge.	Assign when discharged pursuant to MCO P1900.16, MARCORSEPMAN, Chapter 6. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3O*	Refused to extend or reenlist to obtain the obligated service necessary to carry out PCS or UDP orders.	SRB page 11 entry required stating reason for assignment. Individual Marine must sign entry and have the opportunity to submit a statement. Forward signed copies of page 11 entry and statement (if any) to CMC (MMSB). Refer to MCO 1300.8. This code may only be assigned by CMC and is not assigned to first term Marines. Marines assigned this code are not eligible for promotion, reenlistment, commissioning or warrant officer programs, special education programs, or involuntary separation pay.
RE-3N*	Pregnancy, single parenthood.	A female Marine discharged before her EAS for pregnancy or any Marine separated while in a sole parent status. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.
RE-3P*	Failure to meet physical/medical standards (includes pseudofolliculitis and weight standards).	Recommended by CO upon removal of disqualifying factor. SRB entry required stating reason for assignment. Individual Marine must sign the SRB entry. CMC authority required for reenlistment.